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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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ZELIA BAUGH
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
RE-ANNOUNCEMENT OF INTENT TO FILL VACANT NON-MERIT POSITIONS

JOB TITLE: MH LPN II (3 positions)

NUMBER: 12-03

JOB CODE: N1400

POSITION #: 8805544, 8805850
8805851

SALARY RANGE: (64) \$26,620.80 - \$40,456.80 Annually
(Plus \$1.00 per Hour Shift Differential, 2nd Shift)

DATE: 1/12/2012

AVAILABLE SHIFT: 7:00 pm – 7:00 am (2 positions)
7:00 am – 7:00 pm (1 position)

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a standard senior high school, supplemented by graduation from a State approved School of Practical Nurse Education with 13 to 24 months experience as a Licensed Practical Nurse. Preferably, some experience in a psychiatric setting.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a certificate of registration as a Practical Nurse as issued by the Alabama Board of Nursing.

KIND OF WORK: Perform technical nursing duties in assisting physicians and professional nurses in routine facility activities such as observing patients closely, dispensing medication, checking vital signs, performing routine laboratory procedures, and maintaining records and appropriate documentation on hospital units as assigned. Will be assigned supervisory duties for subordinate personnel. Monitor/evaluate medication administration process such as medication update process and transcription of medication administration records. Assure organization of medication rooms and treatment rooms. Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Practical Nursing Techniques. Knowledge of prescribed medication types. Ability to read and comprehend documents such as lab slips, physician's orders, progress notes, medication flow sheets consultation forms, etc. Knowledge of normal vital signs and body functions. Knowledge of restraint techniques. Knowledge of first aid techniques. Knowledge of specimen types. Knowledge of facility equipment/medical supplies. Knowledge of types, symptoms, and treatment of mental illness and physical illness. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with physicians,

other medical personnel, professionals in other disciplines, paraprofessionals, patients, and families. Ability to supervise subordinate personnel.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug Screening Required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. You may also obtain an application online at www.mh.alabama.gov. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **OPEN UNTIL FILLED** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.